

CLERK OF THE SUPERIOR COURT MARICOPA COUNTY

Downtown Justice Center
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Phoenix, Arizona 85003

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DATE: January 4, 2021

TO: Clerk of Superior Court Staff

FROM: Clerk of Court Human Resources

Re: Work time and time off updated guidance

Hello all, as of January 1, 2021, we have some reminders and updates regarding guidance to work time and time off. This applies to all employees of the Clerks of Superior Court and supersedes any prior guidance.

Minimum Time Off Balances

There is no minimum time off balance requirement within the Clerk of Superior Court. Requests for time off will approved or denied based on business needs and following all applicable laws.

Alternative Work Schedules and Teleworking

An alternative work schedule is any work schedule that differs from the standard 8 hours per day, 5 days per week. Teleworking is working from an alternative location outside of the department's office. Alternative work schedules and teleworking may be suspended or eliminated at any time based on business needs, and employees may be required to come in on their scheduled flex or teleworking day to support business operations. Departments are not required to offer alternative work schedules or teleworking.

- Approving alternative work schedules or teleworking remain at the discretion of leadership in each area. All employees and supervisors must be made aware that:
 - Alternative work schedules or teleworking are a benefit and may be removed at any time based on business needs.
 - Continued attendance issues may result in removal of alternative work schedules or teleworking.
 - On occasion, alternative work schedules or teleworking may be granted as a part of an accommodation. Such approvals will be discussed between HR and the Leadership chain to determine whether the request can be granted based on business needs and reasonable nature of the request.

- While there is no required minimum balance in a paid time off bank, employees who require use of Leave Without Pay (LWOP) will no longer be eligible for a flex schedule. Following applicable guidelines and consistent application of policy, an alternative work schedule will likely cease the pay period immediately following LWOP status.
- Employees may be considered for an alternative work schedule at the beginning of the next quarter based on having available leave hours. Audits will be conducted after close of pay period closest to:
 - Jan 1
 - April 1
 - July 1
 - October 1

Coding Sick Time

Periodically employees will call out sick and code their timecards with sick time *AND* vacation time if they don't have enough sick leave accruals to cover the day. Rather than use VAC, we will now use **SVP** (Vacation as Sick) in addition to SCK. The use of SVP will allow us to better track usage leave that should be categorized as "sick" leave.

Coding COVID Time

As of the end of December, paid leave for COVID illness or Childcare expires. Should employees require time off due to illness, they must use accruals under their SICK balance and VACATION balance (in that order). In some circumstances, additional COVID leave may be available under and approved County exception after exhausting both sick and vacation banks. In addition, if an employee is out for longer than 3 days, HR must be contacted for medical leave purposes.